Monthly SC Newsletter
6-HELP

JUNE 1997

How to Reach Us

Are you confused about the network or e-mail?? Are you ready to smash your PC??? Well, please don't - just call the Technical Support Center for help !!!! 846-HELP (846-4357)

Hours of Operation:

Monday - Friday 0700 - 1630

After Hours Network Problems:

Customers with network problems after normal duty hours (1630-0630), on weekends and holidays should use the following steps:

- Call **853-PAGE (3-7243).**

- The paging system will ask for the pager code. At this point dial **1124**.

- The system will then ask you to enter your phone number. Do so and then hang up.

E-Mail Address:

HELPLINE@PLK.AF.MIL

- Do you get tired of waiting for pictures to download before you can read the text on a web page?

If you press the Spacebar or any of the alphanumeric keys, MS Internet Explorer will kick into Fast Text mode and display the text immediately. Now you can decide whether to wait for the graphics or move to a new page.

- Do you often end up with a lot of related windows together on the screen—for example, after double-clicking a folder, then double-clicking one inside of that, and so on?

When you're ready to close all of them, don't waste time clicking each and every X caption button (the one in the upper-right corner of each window). Just hold down the Shift as you click the X of the last window you opened. Doing so closes that window and all of its "parents" in one fell swoop.

- Quickly Restarting Windows 95

If you want to quickly restart from the 'Shut Down Windows' dialog box, select the 'Restart the computer' radio button and hold down the [Shift] key while you click 'Yes'. When you do, Windows will restart without rebooting the computer.

- Creating New Folders the Quick Way

This can be done quickly in either Windows Explorer or My Computer with the keystroke combination [Alt] F+W+F. In this keystroke combination [Alt] F activates the File menu, W selects the New submenu, and F selects the Folder command. To use this shortcut, just press [Alt]F, then W, and then F again. It's really not as awkward as it may seem.

- Opening all Folders

Have you ever wanted to be able to see all the folders on your hard drive? If so, open Windows Explorer, select the drive icon, and press the asterisk (*) key on the numeric keypad. When you do, every folder on the drive will open. To close all the open folders, double-click the drive icon; to close the tree, and press [F5].

TIPS, TRICKS, & FAQS

cc:Mail

- Have you "lost" your internet addresses that you thought were stored under the Post Office Addressing Dialog Box? Since the gateway has been changed from 'smtpgw1' to 'mailgw', all you have to do is edit your privdir.ini file. This file is normally located in c:\windows\ccmail\cc1dir. Change the heading [smtpgw1] to [mailgw] and your addresses will be listed the next time you address the internet using mailgw (cc:Mail internet gateway).

  If you are upgrading to a new pc, be sure to copy the file privdir.ini to your new cc:mail subdirectory.

- An easy way to identify and delete large files is to use the SEARCH function under the TOOLS menu. If you have many files in your directories, you may want to search on them individually (InBox, Drafts, Message Log, Trash, etc). Search for all files greater than xx Kbytes in size.

        From the top-line menu, select Tools and then Search. Search parameters:

        FIND   [Messages]
        In   [InBox, Drafts, Trash, …….]
        If   [Size (in Kbytes)]
                [is more than]
                [20]

ANNOUNCEMENTS / UPDATES / FIXES

UNIX - UG2 Server

- As part of the further migration to our faster Unix servers, we are consolidating all our home directory partitions onto a larger and faster area on one of these new servers. This process will begin 30 Jun 97 and continue for 2-3 weeks. Your home directory will eventually be in /home/username. Some potential problems may occur if you have scripts that refer to your home directory by its specific name; for instance, /h8/username; rather than the generic $HOME. Other than this, we expect the change to simply improve your performance and provide you with more disk space.

"Rules of the Road" for E-Mail and the Internet

Excerpts from CSAF/CC Message, AFI 33-119, and AFMCI 37-102

What is proper and improper use of e-mail and the internet?

The rule is as follows: The system should be used only for official and/or authorized personal purposes. "Official Use" means that the e-mail communication furthers the AF mission. "Authorized Use" means that the communication is permitted (i.e., it is not unlawful).

Under the Joint Ethics Regulation (JER), DoD 5500.7-R, and Chairman Joint Chiefs of Staff Instruction 6211.02A, "Authorized Use" of the e-mail system means that the e-mail user's supervisor (who is a commissioned office or civilian above GS/GM-11 in the user's chain of command), can permit personal communications as long as the message does not violate any of the following limitations:

        - The use does not adversely affect the employee's performance of duties,
        - The use is of reasonable duration and frequency,
        - The use serves a legitimate AF interest,
        - Creates no additional expense to the AF.

Even if all of these guidelines apply, AF members and employees should carefully note the following. First, the e-mail user does not determine what is or is not "authorized use" -- the determination is made by the appropriate supervisor. Further, by using the government's e-mail system, the user consents to monitoring of his or her messages, regardless of whether the use is authorized or unauthorized, official or personal. The JER provisions on misusing government resources, including the e-mail system, are punitive. This means that civilian employees can be disciplined and military members can be charged under the Uniform Code of Military Justice for violating these rules.

The following activities are among some of the specifically prohibited uses of government-provided computer hardware or software:

        - Any use of government-provided computer hardware or software for other than official and authorized government business.
        - Activities for personal or commercial financial gain.
        - Storing, processing, displaying, sending, or otherwise transmitting offensive or obscene language or material (such as racist literature, pornography and other sexually explicit materials).
        - Participating in unofficial "chat lines" or open forum discussions.

Finally, when in doubt, personnel should seek guidance from their supervisor!!